

**WASHINGTON STATE WORK STUDY PROGRAM
CALENDAR OF EVENTS
2006-2007**

April 2006	Contract & job description renewal process begins
May 2006	Initial reserve of funds sent to institutions
June 2006	Second notification for contract & job description renewals
July 1, 2006	Approved institutions can start accessing 2006-07 initial reserves Employer contract, job description, and payment information posted to secure Web site (<i>ongoing, updated daily</i>)
July 14, 2006	Cash Requests are due from public institutions (<i>ongoing, monthly</i>)
July 28, 2006	Three percent administrative allowance payments to public institutions will begin once the Year End Report is submitted
July 30, 2006	Reconciliation is sent to independent institutions (<i>ongoing, monthly</i>)
November 2006	Expenditure updates & regular survey rounds begin (<i>and in January, March, & May</i>)
April 2007	Calendar activities begin for upcoming academic year
June 2007	Year End Reports are sent to all public institutions Independent institutions are notified of timesheet deadline dates
July 15, 2007	Independent institutions can submit 2007-08 timesheets Year End Reports due from all public institutions Community Service Project Year End Reports are due (narrative, administrative grants, and student-by-student earnings)
July 29, 2007	Three percent administrative allowance payments to public institutions will begin once the Year End Report is submitted

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For help in developing jobs, follow-up with employer problems, questions about Community Service Projects and the incentive grant, or interest in attending a regional meeting with other student employment administrators in your area contact:

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For help with employer contracts, job descriptions, initial reserves, fund management, or system questions, contact:

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For help with cash request, submitting timesheets, timesheet errors, reconciliation, the Foster Care Endowed Scholarship, and Community Service Projects administrative billings, contact:

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For help with aged outstanding (AO) and statute of limitation (SOL) checks, ordering forms, timesheet errors, contact:

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HECB secured password-protected financial aid website located at:

<https://www.hecb.wa.gov/hecblogin/login.asp>

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